



ADMINISTRATIVE INSTRUCTION 82

OSD SENIOR AND JUNIOR ENLISTED SERVICE MEMBERS OF THE YEAR PROGRAM

Originating Component: Office of the Director of Administration and Management

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Reissues and Cancels: Administrative Instruction 82, "OSD Senior and Junior Enlisted Members of the Year," December 22, 2006

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Purpose: In accordance with the authority in DoD Directive 5110.04 and DoD Instruction 5025.01, this issuance assigns responsibilities and provides procedures for the selection of the OSD Senior and Junior Enlisted Service Members of the Year.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to OSD, Defense Agencies, DoD Field Activities, and other activities for which operational support is provided by the Washington Headquarters Services (WHS), Human Resources Directorate (HRD) (referred to collectively in this issuance as the “WHS-serviced Components”).

1.2. POLICY. OSD will recognize enlisted Service members who demonstrate both professional and personal dedication and commitment to the DoD and their Military Service by providing appropriate recognition through an annual awards program.

1.3. INFORMATION COLLECTIONS. The nomination packages, referred to in Paragraph 3.4.a., do not require licensing with a report control symbol in accordance with Paragraph 12 of Volume 1 of DoD Manual 8910.01.

1.4. SUMMARY OF CHANGE 2. This change:

- a. Clarifies the distribution of the OSD Enlisted Service Member of the Year Nomination Form (Figure 1).
- b. Updates references.

SECTION 2: RESPONSIBILITIES

2.1. CHIEF HUMAN RESOURCES OFFICER, HRD. Under the authority, direction, and control of the Director, WHS, the Chief Human Resources Officer, HRD, approves award of the Joint Service Commendation Medal to Service members selected for the OSD Senior Enlisted Service Member of the Year and Junior Enlisted Service Member of the Year awards.

2.2. ASSISTANT DIRECTOR, MILITARY PERSONNEL DIVISION, HRD. Under the authority, direction, and control of the Chief Human Resources Officer, HRD, the Assistant Director, Military Personnel Division, HRD, through the Director, WHS:

- a. Coordinates selection board appointments.
- b. Schedules the time and place of the selection board and notifies all participants after receipt of nominations.
- c. Prepares the Joint Service Commendation Medal award packages.
- d. Notifies participating WHS-serviced Components of ceremony announcement and invitations.

2.3. WHS-SERVICED COMPONENT HEADS. The WHS-serviced Component heads may nominate one senior and one junior enlisted Service member from their Component to be considered for the OSD Senior Enlisted Member of the Year and Junior Enlisted Member of the Year awards.

SECTION 3: PROCEDURES

3.1. ELIGIBILITY. All enlisted Service members as described in Paragraphs 3.1.a., b., and c., (including those in approved over-strength positions), are eligible for the OSD Senior or Junior Enlisted Member of the Year award, as applicable.

a. Grades E-7 through E-8 may compete for Senior Enlisted Service member of the Year award.

b. Grades E-1 through E-6 may compete for Junior Enlisted Service Member of the Year award.

c. Individuals who have been selected for promotion may compete in the grade they held for the majority of the applicable year.

3.2. CRITERIA.

a. Nominees for the OSD Senior Enlisted Service Member of the Year and Junior Enlisted Service Member of the Year awards will be selected on the basis of:

- (1) Performance of duty.
- (2) Military bearing.
- (3) Self-expression.
- (4) General military knowledge.
- (5) Leadership qualities.
- (6) Potential.

b. In order to compete, nominees must:

- (1) Have been assigned to a WHS-serviced Component for at least 1 year.
- (2) Be available to personally meet the selection board.

3.3. SELECTION BOARD. The selection board interviews and evaluates each nominee using the criteria outlined in Paragraph 3.2. One selectee from each category will be determined by majority vote of the board.

a. The selection board is designated by the Assistant Director, Military Personnel Division, HRD and will be comprised of:

- (1) A chair in the grade of O-6.

(2) Two officers in the grade of O-4 or O-5.

(3) An enlisted member in the grade of E-8 or E-9. An enlisted member is not eligible for an award in accordance with this administrative instruction while serving on the selection board.

b. Board representation will rotate annually to allow representation by each WHS-serviced Component and Military Service. There will be four members total sitting on the board.

c. The selection board will meet between February 15 and March 31. If the designated chair cannot be present, the senior ranking member will preside as chair.

3.4. NOMINATIONS.

a. The call for nominations is sent in October, along with the nomination forms. WHS-serviced Components recommending members for consideration will forward nominations to the OSD Joint Awards Section by February 15. Nomination packages must be submitted via e-mail to whs.pentagon.hrd.mbx.osd-military-awards-milpers@mail.mil. Nomination packages will include:

(1) A completed OSD Enlisted Service Member of the Year Nomination Form (Figure 1).

(2) An endorsement memorandum from the agency director or commanding officer.


(3) A career summary brief.

b. The competitive cycle will run from January 1 to December 31 every year. All nominating agencies must format packages as specified in Figure 1.

c. Agencies must ensure that nominees meet the fitness standards for their specific Military Service.

d. Nominees must present a professional military image and maintain proper dress and appearance standards.

Figure 1. OSD Enlisted Service Member of the Year Nomination Form

 OSD Enlisted Service Member of the Year Nomination Form	
CATEGORY: Select Category	AWARD PERIOD: 1 January to 31 December
RANK:	SELECTED FOR PROMOTION: <input type="checkbox"/>
NAME (Last, First MI.):	SERVICE COMPONENT: Select Service
ORGANIZATION/AGENCY:	
DUTY TITLE:	
DATE ASSIGNED:	ENLISTMENT EXPIRATION DATE: <i>(Date of Separation)</i>
MILITARY EDUCATION: <i>(Use single-spaced, bullet format)</i>	
CIVILIAN EDUCATION: <i>(Use single-spaced, bullet format)</i>	
BRIEF DESCRIPTION OF DUTIES:	

SAMPLE

WHS MILPERS AWARDS FORM, 20180914 PREVIOUS EDITIONS ARE OBSOLETE FOR OFFICIAL USE ONLY (When filled in)

Figure 1. OSD Enlisted Service Member of the Year Nomination Form, Continued

OSD Enlisted Service Member of the Year Nomination Form	
RANK:	NAME (Last, First MI.):
BRIEF DESCRIPTION OF JOB PERFORMANCE AND REASONS FOR NOMINATION, INCLUDING: <i>How duty performance has been exemplary. How the member has improved productivity or reduced costs, if applicable.</i>	
CONTRIBUTIONS TO HIS/HER COMMUNITY THAT REFLECT POSITIVELY TO THE DOD.	
ACRONYM LIST: (Alphabetical order)	
ATTACHMENTS: 1. Endorsement Memo 2. Career Summary Brief	Agency Director or Commanding Officer Signature Block

SAMPLE

3.5. BOARD UNIFORM GUIDELINES. The uniform for the selection board is the Service-specific dress uniform:

- a. Service Uniform (Army).
- b. Service Dress (Air Force, Space Force, and Marine Corps).
- c. Service Dress Blues (Navy and Coast Guard).

3.6. SELECTION. The selection board makes its selection after evaluating nominees, using the criteria outlined in Paragraph 3.2. The selectees will receive:

- a. A Joint Service Commendation Medal.
- b. An excused absence for 3 duty days, to be used in accordance with applicable DoD and Service regulations.

GLOSSARY

G.1. ACRONYMS.

HRD	Human Resources Directorate
WHS	Washington Headquarters Services

REFERENCES

DoD Directive 5110.04, “Washington Headquarters Services (WHS),” March 27, 2013

DoD Instruction 5025.01, “DoD Issuances Program,” August 1, 2016, as amended

DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended